

**Technical Advisory Committee Agenda**  
**September 9, 2009**  
**12:00 noon to 2:00 p.m.**  
**Development Services Center / City Operations Building**  
**1222 First Ave, San Diego, CA 92101**  
**4<sup>th</sup> Floor Training Room**

<u>Group Represented</u>	<u>Primary Member</u>	<u>Alternate</u>
Accessibility	<input type="checkbox"/> Mike Conroy	<input type="checkbox"/> Connie Soucy
Accessibility	<input type="checkbox"/> Cyndi Jones	<input type="checkbox"/> Connie Soucy
AGC	<input type="checkbox"/> Brad Barnum	
AIA	<input type="checkbox"/> Kirk O'Brien	<input type="checkbox"/> John Ziebarth
AIA	<input type="checkbox"/> David Pfeifer	<input type="checkbox"/> John Ziebarth
ASLA	<input type="checkbox"/> Steve Halsey	<input type="checkbox"/> Stephen Copley
BIA	<input type="checkbox"/> Kathi Riser	<input type="checkbox"/> Cary Lowe
BIA	<input type="checkbox"/> Scott Molloy	<input type="checkbox"/> Cary Lowe
BID Council	<input type="checkbox"/> Tiffany Sherer	
BIOCOM	<input type="checkbox"/> Faith Picking	
ACEC	<input type="checkbox"/> Rob Gehrke	<input type="checkbox"/> Mike Slawson
Chamber of Commerce	<input type="checkbox"/> Mike Nagy	
EDC	<input type="checkbox"/> Ted Shaw	<input type="checkbox"/> Tony Olekson
In-Fill Developer	<input type="checkbox"/> Michael Galasso	<input type="checkbox"/> James Barone
NAIOP	<input type="checkbox"/> Buddy Bohrer	<input type="checkbox"/> Craig Benedetto
Permit Consultants	<input type="checkbox"/> Brian Longmore	<input type="checkbox"/> Barbara Harris
Small Business Advis. Bd.		<input type="checkbox"/> Warren Simon
Sustainable Energy Advis. Bd.	<input type="checkbox"/> Alison Whitelaw	
LU&H Liaison (non-voting)	<input type="checkbox"/> Stephen Hill	

- 1) **Announcements**
- 2) **Approval of Minutes**
- 3) **Public Comment on Non-Agenda Items**
- 4) **Discussion/Action**
  - A. Engineering Issuance (Informational) – Leslie Goossens (15 minutes)
  - B. Department Counter Schedules (Action/Recommendation) – Leslie Goossens (15 minutes)
  - C. 900-14 Timeline for LU&H (Informational) – Linda Pratt (10 minutes)
  - D. Process Committee Report-Discretionary Process Improvement (Informational) – Kathi Riser (20 minutes)
- 5) **Items for next TAC Meeting / Agenda**
- 6) **Future Agenda Items**
  - CEQA (Cecilia Gallardo)
  - Chamber Housing Action Plan
  - Managed Competition
  - City Parking Study/SANDAG Parking Study
  - Permit Process Engineering
- 7) **Adjourn – next meeting Wednesday, October 14, 2009 or November 18, 2009?**

**TAC Mission: “To proactively advise the Mayor and the Land Use and Housing Committee on improvements to the regulatory process through the review of policies and regulations that impact development. And to advise on improvements to the development review process through communications, technology and best business practices to reduce processing times and improve customer service. And to advocate for quality development to meet the needs of all citizens of San Diego.”**



# NOTICE

## DEVELOPMENT SERVICES DEPARTMENT

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CITY OF SAN DIEGO – 1222 FIRST AVENUE, MS.S 501, SAN DIEGO, CALIFORNIA 92101

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**DATE:** June 19, 2009

**TO:** DISTRIBUTION

**FROM:** Jeff Strohming, Assistant Deputy Director, Development Services Department

**SUBJECT:** Grading and Right-of-Way Permit Issuance

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As part of our ongoing efforts to improve the city's development review process we are automating the tracking of all issuance requirements for engineering permits in our Project Tracking System (PTS). This should improve the efficiency, timeliness and predictability of the Issuance process.

The following engineering permit issuance process improvements will go into effect July 1, 2009:

**Print Packages** – The Engineer of Record will no longer pick up approved mylars and prepare a print package. The Development Services Department will be utilizing the City Print Shop to create the print packages for distribution of all approved plans to Field Inspection staff, and to provide a CD-R with a .tif image of the approved plans for the Engineer of Record.

**Recording of Documents** – The Development Services Department will be recording all agreements with the County Recorder. A County Recorder fee will be collected for the recordation at the time of permit issuance. This fee will be included on the invoice created by the Development Services Department and can be paid along with the additional deposit and issuance fees. The applicant will no longer be required to record and resubmit their own documents.

**Pre-Permit Process** – Within 48 hours of the mylars being signed by the City Engineer, engineering issuance staff will notify the applicant directly via Email (preferred) of the issuance requirements, including surety, fees, and other dependent approvals (e.g., maps, drawings). This process will not preclude the ability to provide a quick turnaround to accommodate special circumstances.

**Issuance Appointments** – Multiple staff will be performing engineering issuance by appointment. After receiving the 'ready for issuance' letter, applicants will be able to make an engineering issuance appointment through the general appointment line at (619) 446-5300. Issuance appointments will no longer be made through the issuance staff.

If you have any questions regarding this new process, please contact Leslie Goossens at (619) 446-5431 or [lgoossens@sandiego.gov](mailto:lgoossens@sandiego.gov).

## **Draft Time-Line to Complete Revised 900-14 Approval Process**

**August 2009**

<b>Action</b>	<b>Completion deadline</b>	<b>Actual completion</b>	<b>Limiting Factor</b>	<b>Lead Person</b>
Draft 900-14	September 4, 2009 complete draft		Internal review	Linda Pratt
Approval from City Mgt	September 11, 2009			ESD, DSD, E&CP, Mayor's Staff
Informational item for the Sustainable Energy Advisory Committee	October 13, 2009			ESD
Identify other venues for outreach	Complete all external review by November 20, 2009		Frequency of meetings	City Staff
Presentation to the City Council Committee—LU&H	January 20, 2010			City Staff
Presentation to Full Council	February 16, 2010			City Staff
Implementation	TBD			ESD, DSD, E&CP, Mayor's Staff